

ARIZONA VETERANS SERVICE COMMISSION

INTERNAL MANAGEMENT POLICY 94-01

SUBJECT: HIRING LIST PROCEDURES

EFFECTIVE DATE: March 20, 1999 (Supersedes IMP 94-01, 1/19/94)

- 1.0 POLICY: It is the policy of the Arizona Veterans Service Commission to document hiring lists in accordance with the policies and procedures of the Department of Administration (DOA) Personnel Division, and to swiftly handle administrative matters as they pertain to hiring lists to ensure the most efficient and effective appointment of qualified candidates.
- 2.0 AUTHORITY: A.R.S. 41-604, Duties and Powers of the Director.
- 3.0 RESPONSIBILITY: Hiring supervisors shall ensure that this policy is understood and complied with.
- 4.0 PROCEDURES:
 - 4.1 The packet containing the hiring list, copies of candidates' resumes, and instructions from the ADOA Personnel Division will be opened in the Human Resources Office.
 - 4.2 The Human Resources representative will make and keep a copy of the hiring list and then forward the package to the appropriate hiring supervisor.
 - 4.3 The hiring supervisor will review the package and select the candidates to be interviewed. Instructions for determining the minimum number of candidates to be interviewed are sent by the DOA Personnel Division with the package as well as process instructions and reference check forms from the Human Resources Manager.
 - 4.4 If the candidates cannot be contacted by phone, the hiring supervisor sends letters inviting them to call if they wish to set up an interview. The designated individual will set up interviews as candidates respond.
 - 4.5 The hiring supervisor will obtain approval from the Human Resources Manager to use proposed interview questions prior to interviewing any candidates.
 - 4.6 The hiring supervisor will interview candidates with the list of approved questions and document the hiring list according to the instructions contained in the packet. The hiring supervisor will check references as appropriate.
 - 4.7 The hiring supervisor will forward the entire package indicating the name of the individual(s) chosen for appointment to the Human Resources Manager for approval.

4.7.1 Candidates will be appointed at the entrance rate of the classification, or at their current or previous salary if they are State Service transfers or reinstatements. In extenuating circumstances, requests to appoint candidates above the minimum entrance salary will be forwarded to the Human Resources Manager who will then submit the package to the Director for approval. Final approval authority rests with Capitol Mall Personnel.

4.7.2 If the entire hiring list has been processed and documented properly, and no candidates are selected for appointment, the hiring supervisor will forward the package to the personnel liaison requesting a supplemental hiring list.

4.8 The Human Resources Manager will notify the hiring supervisor of approval to hire. The hiring supervisor will then call the selected candidate to make a formal offer of employment. The hiring supervisor will coordinate the start date with the appointed candidate. Positions requiring a pre-employment physical will have offers made contingent upon successful completion of the exam.

4.9 The hiring supervisor will send letters to those candidates not selected. Human Resources will prepare a letter formally offering the individual the position at the approved salary.

4.10 Human Resources will ensure that the hiring list is properly documented and will return the finalized list to Ca.M.P. Human Resources will assemble or acquire the selected candidate's personnel file, retaining a copy of the newly hired employee's application in this file.

5.0 IMPLEMENTATION: This policy will be implemented without change on the effective date.

Patrick F. Chorpenning, Director

Attachments: Instructions for Working a Hiring List, produced by DOA Personnel Division.
Process Instructions
Pre-Employment Reference Check (AVSC 01-99)

PRE-EMPLOYMENT REFERENCE CHECK

Two satisfactory references are required on all individuals considered for employment. Prior employers, preferably previous supervisors, must be contacted

The hiring supervisor (or Human Resources Manager) shall review the personnel file of an individual who has worked for another Arizona State agency. (Please make note on this form that this review has been done. Also, note the findings.)

Applicant's Name: _____ Position Applied For: _____

Company Contacted: _____ Date: _____ Time: _____

Person Contacted: _____ Title: _____

Dates of Employment: From _____ To: _____

1. How long did you supervise this person? _____

2. What were the applicant's job title and duties? _____

3. Supervisory duties (if applicable): _____

4. Ability to get along with others: _____

5. Attendance/Punctuality: _____

6. Quality of Applicant's Work: _____

7. Strengths: _____

8. Areas Needing Improvement/Development: _____

9. Reason for Leaving: _____

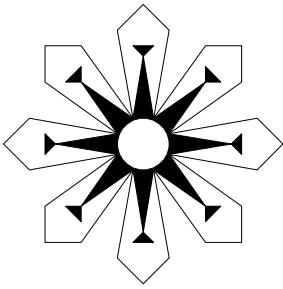
10. Would You Re-hire? _____

Additional Comments: _____

Date Personnel File Was Reviewed: _____

Notes: _____

File Reviewer: _____



IMP 94-01 Summary

Corrects the policy to reflect current roles played by hiring supervisors and Human Resources. Instructions are attached to provide supervisors details on the interview process and how to “work” hiring lists.

Supervisors are responsible for scheduling and conducting interviews and generally working the hiring list from ADOA. Human Resources coordinates the hiring lists, approves all interview questions, and retains hiring files.